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5 January 1960

MEMORANDUM FOR THE RECORD	
SUBJECT: Exchange of Remington Rand Safes for HHM Safes	
1. A meeting was held in Office, this date, in order to finalize plans for the exchange of 64 HHM Safes for 64 Remington Rand Safes. Personnel present were Management Staff, Stock Management S	STA ⁻
ment Branch.	STA
2. It was agreed that we would exchange 29, 4 drawer, legal size HHM Safes, presently in OCR and 35, 4 drawer, legal size HHM in GRR for like quantity of Remington Rand Safes agreed that he could exchange on a phase basis 4 safes per day initially.	STA ⁻
3. Stock Management Branch will be responsible for initiating the respective RIAs for the total 64 Sefes to be exchanged. will keep informed on the progress made.	STA
4. Another meeting will be held with the above members on the balance of the HHM Safes to be exchanged.	
	STA
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